

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE 01		PAGE OF PAGES 1 5	
2. AMENDMENT/MODIFICATION NO. 17		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO.	
6. ISSUED BY Procurement Office George C. Marshall Space Flight Center National Aeronautics and Space Administration Marshall Space Flight Center, AL 35812		CODE PS31-H		7. ADMINISTERED BY (If other than Item 6) Edgar F. Sanchez TEL: 256-544-0175 FAX: 256-544-3223	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) Coastal International Security Inc. Attn: Ms. Jeanette I. Hurt 1197 Spring Ave Suite B Surfside Beach, SC 29575		(x)		9A. AMENDMENT OF SOLICITATION NO.	
		X		9B. DATED (SEE ITEM 11)	
		X		10A. MODIFICATION OF CONTRACT/ORDER NO. H-34723D	
		X		10B. DATED (SEE ITEM 13) August 6, 2001	
CODE OTL97		FACILITY CODE			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:					
(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. ACCOUNTING AND APPROPRIATION DATA (If required) N/A					
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.					
<input checked="" type="checkbox"/> A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.					
<input type="checkbox"/> B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).					
<input type="checkbox"/> C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:					
<input checked="" type="checkbox"/> D. OTHER (Specify type of modification and authority) Far 43.103 (a) and FAR 52.212-4					
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>3</u> copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)					
		Total Fixed Price		Total Sum Allotted	
Previous		\$ 11,798,610		\$10,079,024	
This Action		\$ 0		\$ 0	
New Total		\$ 11,798,610		\$10,079,024	
**See Page 2 for description of modification.					
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.					
15A. NAME AND TITLE OF SIGNER (Type or print) JEANETTE I. HURT, President			16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Hervie B. Williford Contracting Officer		
15B. CONTRACTOR/OFFEROR Jeanette I. Hurt (Signature of person authorized to sign)		15C. DATE SIGNED 2/19/04		16B. UNITED STATES OF AMERICA BY Hervie B. Williford (Signature of Contracting Officer)	
				16C. DATE SIGNED FEB 26 2004	

The purposes of Modification No.17 are to: a) delete Attachment 6, b) execute a no cost change by revising the Performance Work Statement (PWS) to delete/add new Performance Standards and Maximum Allowable Defect Rates(MADR's) under the Performance Requirements Summary (PRS), c) revise DRD's 923MA-001 and 923MA-004. These changes are a result of adjusted priorities and security enhancements contained under Modification No. 8. Therefore, the contract is modified in the following particulars:

A. **Delete Attachment 6 in its entirety.** Requirements (sentences) contained in Attachment 6 are referenced in subparagraphs 7.2.2 and 7.2.3 of the PWS in this modification.

B. **Under Attachment 1, make the following modifications:**

1.) Performance Work Statement (PWS)

- Under subparagraphs 4.3.1 and 4.3.4, replace the term, "Rapid Action Team (RAT)" with "Special Reaction Team (SRT)." This change reflects current terminology.
- Under subparagraph 7.2.2, delete sentence, "Patrols shall use a key station tour system for data collection, tracking, and analysis of areas inspected and patrol routes." and replace with "Patrols shall make occasional checks of Skeet Range when being used and periodically monitor the U.S and NASA Flags at Building 4200 for weather worn appearance and tears. Replace flag as necessary. Contractor shall develop post orders that address building and area checks." The key station is longer in use and patrol activity is documented in the blotter, patrol reports, radio log, and other contractor records.
- Under subparagraph 7.2.3, revise the subparagraph to read as follows: "The contractor shall lock and unlock all gates, buildings, and rooms. Officers shall respond to lock/unlock requests within 15 minutes (emergency situations or other unforeseen operational requirements may occasionally delay this service). The reference to Exhibit 1 was deleted because frequent changes constantly made the exhibit obsolete.
- Delete subparagraph 7.2.4 in its entirety. Marshall Space Flight Center will not be conducting any PCH moves nor does it anticipate future PCH moves. Mark this subparagraph "Reserved".
- Under subparagraph 7.2.11, delete the existing text and replace with the following: "Provide periodic badge checks of Center personnel. Officers shall check to ensure that badges are properly displayed and ensure that only properly badged personnel enter the buildings. Improperly badged personnel shall either be escorted to their vehicle/office or escorted to Building 4312 or the lobby of Building 4200. Weekly reports shall reflect badge check information as appropriate (DRD 923MA-001)." This reflects a change in management emphasis and priority.

2.) Performance Requirement Summary (PRS)

- Under PWS 2.0, after the word "expertise" in the second sentence add the following text: "to assure a secure work environment for all MSFC personnel." New language clarifies and elaborates on the reason for having an adequate staff with expertise.
- Under PWS 7.2.1 – 7.2.2, after the word "conditions" in the second sentence delete the following sentence: "within the time periods identified in Attachment 6, Exhibit 3." This sentence is revised because of the deletion of Attachment 6.

- Delete in its entirety the MADR contained under PWS 7.2.4 and redistribute its corresponding weight to other MADRs.
- Under PWS 7.2.8, delete the third through sixth sentences: "The preliminary investigation shall be followed up by a detailed investigation that shall attempt to locate the missing property and/or ascertain responsibility. A detailed investigative report shall be written that provides corrective actions. Missing property shall be entered into the NCIC. Areas shall be inspected for theft hazards and such hazards documented." The remaining sentences capture the requirements for security officers to conduct preliminary investigations. The deleted language (stated above) is now contained in the new MADR, PWS 7.6, Investigations and Loss Prevention.
- Delete the MADR contained under PWS 7.2.11 and redistribute its corresponding weight to other MADRs. MSFC is satisfied that badge checks have resulted in a high degree of voluntary compliance by NASA personnel and that oversight under the Performance Requirement Summary is not essential. Lack of inclusion in the PRS in no way relieves the contractor of the obligation to perform this task.
- Under PWS 7.2.13(k), revise the subparagraph to read as follows: "The contractor shall assure that personnel carrying firearms receive sufficient training to safely handle firearms and training in discerning the appropriate use of force. The contractor shall provide initial and semi-annual certification which meets or exceeds NASA standards." This new language is more concise and addresses the use of force as well as the requirements to meet the NASA weapons qualification standard.
- Combined PWS 7.2.14 and 7.4 to read as follows: "The contractor shall operate a 24-hour, 7-days a week central communications system. Personnel answering calls must be capable of handling routine and emergency calls. Personnel answering calls shall take action in accordance with PSCC procedures. Nature of each call and action taken must be entered into blotter and a ROI completed if appropriate. Personnel answering 911 and other emergency calls shall take immediate action in accordance with PSCC procedures. Dispatchers shall be able to utilize the NCIC, MACS, and MEDIS to input/receive data. Dispatchers and officers shall utilize proper radio procedures. Alarm systems shall be continuously monitored and CCTV used to visually assess alarms. The PSCC shall respond to system alarms within 2 minutes and 911 call by the 4th ring." This new language simply combines the two similar PWS subparagraphs into one category for ease of evaluation and creates room for additional MADRs.
- Delete the MADR contained under subparagraph 7.2.15 and redistribute its corresponding weight to other MADR's. This service requirement will be covered under PRS 2.0 (Management) as needed.
- The following Performance Standards (already contained in the PWS) and corresponding MADRs have either been added or revised as a result of adjusted priorities and security enhancements (contained under modification no. 8.). In several instances the MADRs were revised from a prescribed number of defects to a percentage of the total transactions. This change provides flexibility and fairness for evaluating contractor performance regardless of increases or decreases in the number of transactions.
 - PWS 4.3.1 and 4.3.4, Specialized Training (added from the current PWS)

- PWS 4.3.3, Security Education and Awareness (added from the current PWS)
- PWS 7.1.1, Issue Badges/Decals (revised from a number of defects to a percentage factor)
- PWS 7.1.3, Process Services Vehicle passes and traffic citations (revised from a number of defects to a percentage factor)
- PWS 7.2.3, Lock and Unlock Services (revised from a number of defects to a percentage factor)
- PWS 7.2.7, Enforce Traffic Regulations and Issue Traffic Citations (revised from a number of defects to a percentage factor)
- PWS 7.6, Investigations and Loss Prevention (added from current PWS)
- PWS 7.7, Program and System Security (added from current PWS)

C. Under DRD No. 923-MA-001 make the following modification:

- Under subparagraph 15.3 (b) revise the sentence to read as follows: "The Weekly Activity Report shall include information on the past weeks activities including badge checks, as appropriate."

Under DRD No. 924-MA-004 make the following modifications:

- Under subparagraph 7, delete the entire sentence and replace with: "To indentify security patrol activity."
- Under subparagraph 15.1, delete the entire sentence and replace with: "The Patrol Activity Report shall document security patrol activity and supervisory review of that patrol activity."
- Under suparagrpah 15.3, delete the entire sentence and replace with" The Patrol Activity Report shall include a brief narrative account of each Patrol Officer's security checks, traffic enforcement activity, investigations, alarms responses, incident responses and other activities during a tour of duty."

D. In consideration of the modifications(s) agreed herein as complete equitable adjustment for the Contractor's "proposal(s) for adjustment," the Contractor hereby releases the Government from any and all liability under this contract for further equitable adjustments attributable to such facts or circumstances giving the giving rise to the proposal(s) for adjustment."

E. The modifications made in A, B, and C above is reflected in total on the changes pages enclosed herein. In order to reflect the changes made, the pages listed below are hereby deleted from, or added to, Delivery Order: H-34723D. A vertical change bar is included in the right margin in the specific area of change.

Page(s) Deleted
Attachment 1, Pg. 3 – 3a
Attachment 1, Pg. 6
Attachment 1, Pg. 7
Attachment 1, Pg. 15
Attachment 1, Pg. 16
Attachment 1, Pg. 17
Attachment 1, Pg. 18

Page(s) Added
Attachment 1, Pg. 3 – 3a
Attachment 1, Pg. 6
Attachment 1, Pg. 7
Attachment 1, Pg. 15
Attachment 1, Pg. 16
Attachment 1, Pg. 17
Attachment 1, Pg. 18

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Attachment 1, Pg. 19

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DRD 923 Basic

Attachment 1, Pg. 19

Attachment 1, Pg. 20

DRD 923 Revision A

F. Except as provided herein, there are no other changes to Delivery Order H-34723D.

4.1 The contractor shall plan, staff, and manage the security function, including safeguarding MSFC personnel, equipment, hardware, facilities, and information. The contractor shall provide temporary and permanent badging; issue decals, key cards, and vehicle passes; operate the Protective Services Control Center (PSCC) and Security Headquarters; conduct investigations; provide Center-wide patrols; maintain records and provide administrative support. The contractor shall provide physical security, locksmith services, and system security engineering.

4.2 The contractor shall support required subject matter experts in the implementation of Federal Government security services. This support shall produce implementation and understandable protection solutions adaptable to a wide variety of research and scientific environments. The contractor shall remain abreast of current security issues, trends, laws, regulations, and technologies.

4.3 The contractor shall provide continuous assessment and evaluation to identify security weaknesses and vulnerabilities and take appropriate corrective action.

4.3.1 The contractor shall provide a fully trained and equipped Special Reaction Team (SRT) to provide rapid response and containment of critical incidents at the Center. The government will identify and provide the appropriate weapons to be used by the SRT team.

4.3.2 The contractor shall provide an enhanced level of protection to mission critical resources, designated Minimum Essential Infrastructure (MEI) assets, and high value NASA assets, e.g., NASA 3 aircraft located at Huntsville International Airport. The government will provide a current list of MEI assets annually.

4.3.3 The contractor shall develop a Center wide security education and awareness program to complement the existing Center program and provide a qualified security officer to implement the program and serve as the MSFC Community Resources Officer. The CRO shall be dedicated to providing a full range of awareness training to Center personnel, with special emphasis on loss prevention and crime prevention. The program should include a visual awareness program, safety speaking engagements, and community awareness of security and safety issues. The CRO shall keep Protective Services informed of customer requests for awareness training and provide a training schedule of planned training sessions.

4.3.4 The contractor shall provide an Assistant Trainer to support the increase in training requirements and to oversee the continuity of training for the specialized units, i.e., Special Reaction Team, Community Resources Officer, certified Communications Officer, etc.

4.4.5 The contractor shall provide an added command level authority for each shift on a 24 hour, seven day per week basis, i.e., Field Sergeant, to ensure field supervision by a working patrol supervisor.

4.4 The contractor shall establish a headquarters to perform the administrative support for the guard service, Identification and Registration (I&R) Section, and other functions identified in this PWS. The headquarters shall maintain records and submit a weekly report, monthly progress/self-assessment report and special reports as required.

4.5 The contractor shall interface with NASA Headquarters, NASA Field Centers, DOD and other agencies as required, in coordination with the MSFC Protective Services Department (PSD) to resolve issues and develop cost effective methods in support of MSFC classified, sensitive, or mission critical operations.

4.6 The contractor shall provide additional support for unscheduled tasks necessary to ensure the effectiveness of security operations as directed by the Contracting Officer. (See Section 7.0, Specific Tasks.)

4.7 The contractor shall develop Standard Operating Procedures (SOP) for operation of the PSCC and Identification and Registration (I&R) Section defining routine and standard procedures for handling all situations and matters pertaining to the operation of the PSCC and I&R Section. The Standard Operating Procedures shall be in accordance with DRD 923MA-006. The contractor shall develop patrol and post orders defining routine and standard procedures for handling all situations and matters pertaining to a particular post, patrol, or event. The SOP and post orders shall be available, up to date at each post and updated annually or sooner if needed. If no changes are needed the Project Manager shall certify in writing to the COTR. These SOP's and post orders shall be subject to the approval of the Manager, PSD.

5.0 **Standards of Conduct**

actions. The contractor shall be observant for crimes in progress, criminal and suspicious activity, and other security violations. The contractor's employees shall be continually on the alert for occurrences of fires, water leaks, environmental emergencies, and physical hazards by close and detailed observations. The contractor shall identify unsafe or potentially unsafe conditions, procedures or activities.

7.2.2 The contractor shall ensure that patrols arrive at scenes of emergencies and/or alarms within 4 minutes of notification, for example, unsecure area alarms, duress alarms, bank alarms, medical emergencies, and fire alarms. Patrols shall check all buildings/facilities to ensure they are locked and secured. Should unforeseen operational requirements result in a delay in these checks, every effort will be made to check the facilities as soon as possible. Patrols shall make occasional checks of Skeet Range when being used and periodically monitor the U.S. and NASA flags at Building 4200 for weather worn appearance and tears. Replace as necessary. Contractor shall develop post orders that address building and area checks. The contractor shall provide Patrol Activity Report in accordance with DRD 923MA-004.

7.2.3 The contractor shall lock and unlock all gates, buildings, and rooms. Officers shall respond to lock/unlock requests within 15 minutes (emergency situations or other unforeseen operational requirements may occasionally delay this service).

7.2.4 "Reserved"

7.2.5 Provide courier service for classified and other designated shipments.

7.2.6 Provide overnight storage of classified and/or designated item(s).

7.2.7 The contractor shall control and enforce all parking regulations on MSFC, direct and control traffic, and provide continuous surveillance and enforcement of MSFC traffic regulations. The contractor shall issue traffic citations, investigate traffic accidents and complete detailed accident reports. The contractor shall set up radar check points on at least a biweekly basis.

7.2.8 Conduct preliminary investigations and submit reports on lost or stolen property and other incidents. Preliminary investigations shall be conducted on the reported day and a preliminary report submitted to the PSD by the start of the next workday. Preliminary investigations shall be followed up in a timely manner with a detailed investigation by a loss prevention specialist. The contractor shall ensure that reports are detailed and accurate. The contractor shall ensure an aggressive

theft/conversion prevention and detection program with specific responsibilities to include:

- (a) Inspect NASA-MSFC area for property theft hazards and document such with MSFC PSD.
- (b) Provide recommendations for improving property safeguards and inspecting for compliance after adoption by MSFC.
- (c) Conduct investigations of reported thefts and conversion to include gathering information, interviewing suspects and witnesses, taking statements, safeguarding evidence, and preparing appropriate reports of investigation.
- (d) Input lost/stolen Government property into the National Crime Information Center (NCIC) and make property inquiries.
- (e) Submit reports of investigation in accordance with DRD 923MA-002 to the MSFC PSD. Reports of incident shall be in accordance with DRD 923MA-003.
- (f) Establish and maintain liaison with local law enforcement authorities.

7.2.9 Provide protective security service for controlled access conferences.

7.2.10 Provide support to unique events or activities. These functions include the annual employee picnic, annual Christmas reception, Center Open House events, employee walk/fun runs, and visits by Official Protocol Visitors (examples include, but are not limited to, President, Vice President, VIP, Cabinet) to the Center. This support normally involves traffic/parking control, crowd control, and/or personnel protection services.

7.2.11 Provide periodic badge checks of Center personnel. Officers shall check to ensure that badges are properly displayed and ensure that only properly badged personnel enter the buildings. Improperly badged personnel shall either be escorted to their vehicles/office or escorted to Building 4312 or the lobby of Building 4200. Weekly reports shall reflect badge check information as appropriate (DRD 923MA-001).

7.2.12 Provide other services during Center non-work hours that are within the capability of the security force, such as monitoring temperature and pressure gauges, electronic equipment, security lighting, and environmental systems. These services are provided as part of normal patrol activities.

7.2.13 The contractor shall submit a proposed training plan for I&R personnel, security officers, shift supervisors, and dispatchers with the Technical

SECURITY SERVICES**PERFORMANCE REQUIREMENTS SUMMARY**

Required Service	Performance Standard	MADR	Method of Surveillance	Weight	Deduction %
PWS 2.0 Management (encompasses all aspect of the PWS)	Provide planning, coordination, quality control, standards of conduct, and ensure safe operation of project activities. Ensures adequate staff of personnel with the necessary technical, administrative and management expertise to assure a secure work environment for all MSFC personnel.	<p>0 Incidents</p> <p>Intentionally reporting misleading or false information, failure to abide with labor agreements or failure to report Standards of Conduct</p> <p>2 Incidents</p> <p>All other incidents to include failure to provide quality control of project activities.</p> <p><u>Percent Deducted for Defect Rate</u> 3 Defects = Loss of 50% of deduct 4 Defects = Loss of 100% of deduct</p>	Contractor Reports, Customer Comments, and Periodic Inspections	21%	20%
PWS 4.3.1 and 4.3.4	The contractor shall support increased efforts in training and oversight for the specialized units, including Special Reaction Team, Community Resources Officer, and Communications Officer. Provide internal training to assure personnel receive a satisfactory level of competency. Provide a trained and ready Special Reaction Team.	<p>2 Incidents</p> <p><u>Percent Deducted for Defect Rate</u> 3 Defects = Loss of 50% of deduct 4 Defects = Loss of 100% of deduct</p>	Contractor Reports, Customer Comments, and Periodic Inspections	4%	15%
PWS 4.3.3 Security Education and Awareness	Provide and develop quality security education programs and provide same to MSFC community.	<p>2 Incidents</p> <p><u>Percent Deducted for Defect Rate</u> 3 Defects = Loss of 50% of deduct 4 Defects = Loss of 100% of deduct</p>	Contractor Reports, Customer Comments and Periodic Inspections	4%	15%

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PWS 7.1.1 Issue Badges/Decals	Issue badges/decals in accordance with NASA/Center directives. The contractor shall provide sufficient staffing to ensure that badges, decals, key cards, and other I&R functions are processed in a timely and efficient manner. Information shall be entered into the MEDIS database accurately and in a timely manner. Customers shall be waited on within 20 minutes from the time they enter the service line. I&R shall verify customer identification and documentation	1% of Transactions <u>Percent Deducted for Defect Rate</u> 2% = Loss of 20% of deduct 3% = Loss of 40% of deduct 4% = Loss of 60% of deduct 5% = Loss of 80% of deduct 6% = Loss of 100% of deduct	Periodic monitoring of the I&R Section Review of database to verify accuracy of information	7%	7%
PWS 7.1.3 Process Service Vehicle passes and traffic citations	Service Vehicle passes and traffic citations shall be processed and mailed within 2 workdays of receipt. Service Vehicle pass must be properly completed. Traffic citations must be sent to the correct person, points properly assessed, and recorded in the database.	4% of Transactions <u>Percent Deducted for Defect Rate</u> 5% = Loss of 30% of deduct 6% = Loss of 65% of deduct 7% = Loss of 100% of deduct	Periodic monitoring of Service Vehicle passes issued. Monitoring of traffic citation appeals and periodic review of database.	3%	5%
PWS 7.2.1- 7.2.2 Security Patrols, Inspections of Unsecure, Suspicious and/or Hazardous Conditions	Sufficient patrols shall be maintained to meet the PWS requirements. Patrols shall inspect facilities for unsecured and hazardous conditions. Checks shall be conducted in such a manner as to observe security conditions, fire and safety hazards, suspicious activity and other conditions noted in the Post Orders. Gates, turnstiles, building entrances, and Label 24 doors shall be checked to ensure they are secured. The contractor shall ensure that patrols arrive at scenes of emergencies and/or alarms within 4 minutes of notification. Officers will take immediate action to report and/or correct condition, report suspicious activity, and verify presence and identity of individuals. Condition and nature of incidents/suspicious activity will be documented per Post Orders and PSCC procedures.	0 Incidents Hazardous/ Emergency Response <u>Percent Deduct for Defect Rate</u> Hazardous/Emergency Response 1 Defect = Loss of 100% of deduct - OR - 5 Incidents Unsecure/Failure to Report Suspicious Activity <u>Percent Deduct for Defect Rate</u> Unsecure/Failure to Report Suspicious Activity 6 Defects = Loss of 30% of deduct 8 Defects = Loss of 65% of deduct 10 Defects = Loss of 100% of deduct	Review daily tour reports and Reports of Incidents (ROI). Observation of patrol activities and unannounced surveys.	11%	10%

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PWS 7.2.3 Lock and Unlock Services	Officer shall respond to request for service within 15 minutes of request being made. Officer must check for proper identification and record activity per PSCC directives. Officers shall lock and unlock designated doors and gates within the required time periods.	1% of Transactions <u>Percent Deducted for Defect Rate</u> 2% = Loss of 50% of deduct 3% = Loss of 75% of deduct 4% = Loss of 100% of deduct	Review ROI for areas found unlocked. Monitor requests for unlock services to determine time it took to dispatch officer and time it took for officer to respond. Final evaluation is based on activities at the time.	4%	6%
PWS 7.2.7 Enforce Traffic Regulations and Issue Traffic Citations	Security officers shall enforce traffic and parking regulations. Traffic citations must be properly completed and printed legibly. Security officers will investigate traffic accidents. Investigating officer shall write a detailed and accurate accident report. When required, security officers shall direct and control traffic.	5% of Transactions <u>Percent Deducted for Defect Rate</u> 6% = Loss of 50% of deduct 7% = Loss of 75% of deduct 8% = Loss of 100% of deduct	Monitor traffic citations for completeness and accuracy, review traffic citation appeals and all accident reports.	4%	5%

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PWS 7.2.8 Investigate and Submit Reports on Lost or Stolen Property	Security officers shall conduct preliminary investigations on lost and/or stolen property and submit a ROI. A preliminary ROI shall be submitted by the start of the next workday.	<p>5 Incidents</p> <p><u>Percent Deducted for Defect Rate</u> 6 Defects = Loss of 30% of deduct 7 Defects = Loss of 70% of deduct 8 Defects = Loss of 85% of deduct Defects = Loss of 100% of deduct</p>	Review all ROI for timeliness, thoroughness and appropriate follow-up	5%	7%
PWS 7.2.10 Security Support for Unique/Special Events	Provide security support for unique events or activities. Involves but not limited to traffic/parking control, crowd control, and personal protection. Officers shall follow current Post Orders, PSCC directives, and event specific directives.	<p>2 Incidents</p> <p><u>Percent Deducted for Defect Rate</u> 3 Defects = Loss of 30% of deduct 4 Defects = Loss of 60% of deduct 5 Defects = Loss of 85% of deduct Defects = Loss of 100% of deduct</p>	Conduct periodic spot checks. Review weekly reports.	5%	10%
PWS 7.2.13.(k) Firearms Practical and Judgmental Training	The contractor shall assure that personnel carrying firearms receive sufficient training to safely handle firearms and training in discerning the appropriate use of force. The contractor will provide initial and semi-annual certification which meets or exceeds NASA standards.	<p>0 Incidents</p> <p><u>Percent Deducted for Defect Rate</u> 1 Defect = Loss of 100% of deduct</p>	Monitor initial certification and recertifications. Monitor training on the judgmental use of firearms.	6%	10%

<p>PWS 7.2.14 and 7.4 Operate a Central Security Communications System</p>	<p>The contractor shall operate a 24-hour, 7-day a week central communications system. Personnel answering calls must be capable of handling routine and emergency calls. Personnel answering calls shall take action in accordance with PSCC procedures. Nature of each call and action taken must be entered into blotter and a ROI completed if appropriate. Personnel answering 911 and other emergency calls shall take immediate action in accordance with PSCC procedures. Dispatchers shall be able to utilize the NCIC, MACS, and MEDIS to input/retrieve data. Dispatchers and officers shall utilize proper radio procedures. Alarm systems shall be continuously monitored and CCTV used to visually assess alarms. The PSCC shall respond to system alarms within 2 minutes and 911 calls by the 4th ring.</p>	<p>0 Incidents Emergency 911 Calls <u>Percent Deducted for Defect Rate</u> Emergency/911 Calls 1 Defect = Loss of 100% of deduct - OR - 4 Incidents Non-emergency <u>Percent Deducted for Defect Rate</u> Non-emergency 5 Defects = Loss of 30% of deduct 6 Defects = Loss of 60% of deduct 7 Defects = Loss of 85% of deduct 8 Defects = Loss of 100% of deduct</p>	<p>ROI's, blotter and electronic call records reviewed to verify timely action. Interview of involved individuals. Customer observations.</p>	<p>11%</p>	<p>10%</p>
<p>PWS 7.3 Provide All Required Locksmith Services</p>	<p>The locksmith shall make keys, install lock cylinders, repair locks, and set combination locks. Upon receipt of work order from MSFC PSD the locksmith shall complete the work requests within 2 workdays. Upon receipt of work order the Key Control Clerk will issue key(s) within 2 workdays and maintain records of all key transactions. Completion of work order within prescribed time period is contingent upon availability of locks and/or keys and availability of facility support.</p>	<p>2 Incidents <u>Percent Deducted for Defect Rate</u> 3 Defects = Loss of 45% of deduct 4 Defects = Loss of 85% of deduct 5 Defects = Loss of 100% of deduct</p>	<p>Spot check work orders to determine completion date.</p>	<p>2%</p>	<p>6%</p>

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PWS 7.6 Investigations and Loss Prevention	If assigned, the preliminary investigation shall be followed up by a detailed investigation that shall attempt to locate the missing property and/or ascertain responsibility. A detailed investigative report shall be written that provides corrective actions. Investigators shall ensure that stolen property is entered into the NCIC. Investigators shall support incident investigations of actual or suspected crimes and security hazards when so directed	2 Incidents <u>Percent Deducted for Defect Rate</u> 3 Defects=30% of deduct 4 Defects= 60%of deduct 5 Defects=85% of deduct 6 Defects=100% of deduct	Review investigative reports.	5%	10%
PWS 7.7 Program and System Security	Assist in areas of counterintelligence, threat analysis and awareness training. Develop, coordinate, and prepare recommendations from detailed risk assessments for designated projects. Conduct inspections and surveys of MEI facilities	2 Incidents <u>Percent Deducted for Defect Rate</u> 3 Defects= Loss of 40% of deduct 5 Defects= Loss of 80% of deduct 6 Defects= Loss of 100% of deduct	Contractor Reports, Customer Comments, and Periodic Inspections	8%	10%

DATA PROCUREMENT DOC.
NO. 923
ISSUE Revision B

H-34723D (GS-07F-0352K)

CONTRACT/RFP

EXHIBIT NUMBER

Attachment 2

ATTACHMENT NUMBER

**Security Services for the Marshall Space Flight
Center**

PROJECT/SYSTEM

DATA PROCUREMENT DOCUMENT

Coastal International Security, Inc

CONTRACTOR

February 17, 2004

DATE

National Aeronautics and
Space Administration

National Aeronautics and Space Administration					DATA PROCUREMENT DOC.	
DOCUMENT CHANGE LOG					NO.	ISSUE
					923	Revision B
INCORPORATED REVISIONS OUTSTANDING REVISIONS				AS OF: 02-17-04	SUPERSEDING: 12-19-03	PAGE:
AUTHORITY	PORTION AFFECTED - PAGE NO./NO.				REMARKS	
	INTRO	SGR	DRL	DRD		
Contract Mod 16				923MA-001	Item 15.3b: Changed from "The Weekly Activity Report shall include information on the weekly badge checks and the past weeks activities" to "The Weekly Activity Report shall include information on the past weeks activities including badge checks, as appropriate".	
Contract Mod 17				923MA-004	Item 7: Change to "To identify security patrol activity". Item 15.1: Change to "The Patrol Activity Report shall document security patrol activity". Item 15.3: Change to "The Patrol Activity Report shall include a brief narrative account of each Patrol Officer's security checks, traffic enforcement activity, investigations, alarm responses, incident responses and other activities during a tour of duty".	

MSFC - Form 3461-1 (Rev August 1970)

National Aeronautics and Space Administration			DATA PROCUREMENT DOC.		
PAGE REVISION LOG			NO.	ISSUE	
			923	Revision B	
NOTE: The current revision is denoted by a vertical line in the outer margin adjacent to the affected text.		AS OF: 02-17-04	SUPERSEDING: 12-19-03	PAGE:	
INSERT LATEST REVISED PAGES.			DISCARD SUPERSEDED PAGES.		
ITEM	PAGE	STATUS	ITEM	PAGE	STATUS

MSFC - Form 3461-2 (Rev August 1970)

1.0 Subject to the Rights in Data clause, this Data Procurement Document (DPD) sets forth the data requirements in each Data Requirements Description (DRD) and shall govern that data required by the DPD for the contract. The contractor shall furnish data defined by the DRD's listed on the Data Requirements List (DRL) by category of data, attached hereto, and made a part of this DPD. Such data shall be prepared, maintained, and delivered to MSFC in accordance with the requirements set forth within this DPD. In cases where data requirements are covered by a Federal Acquisition Regulation (FAR) or NASA FAR Supplement (NFS) regulation or clause, the regulation will take precedence over the DPD, per FAR 52.215-8.

1.2 Data Requirements Descriptions (DRD's): Each data requirement listed on the DRL is given complete definition by a DRD. The DRD prescribes content, format, maintenance instructions, and submittal requirements. For the purpose of classification and control, DRD's of this DPD are grouped into the following broad functional data categories:

<u>CATEGORY SYMBOL</u>	<u>DESCRIPTION</u>
CD	Contractual Data
MA	Management
QE	Quality
SA	Safety

The symbols representing these data categories form part of the prefix of the DRD identification number. The first numerical characters reflect the DPD number.

1.3 Data Types for Contractual Efforts: The types of data and their contractually applicable requirements for approval and delivery are:

<u>TYPE</u>	<u>DESCRIPTION</u>
1	All issues and interim changes to those issues require written approval from the requiring organization before formal release for use or implementation.
2	MSFC reserves a time-limited right to disapprove in writing any issues and interim changes to those issues. Data shall be submitted to the procuring activity for review not less than 45 calendar days prior to its release for use or implementation. The contractor shall clearly identify the release target date in the "submitted for review" transmittal. If the contractor has not been notified of any disapproval prior to the release target date, the data shall be considered approved. To be an acceptable delivery, disapproved data shall be revised to remove causes for the disapproval before its release.
3	These data shall be delivered by the contractor as required by the contract and do not require MSFC approval. However, to be a satisfactory delivery, the data must satisfy all applicable contractual requirements.

2.0 STATEMENT OF GENERAL REQUIREMENTS

2.1 Applicable Documents: Documents included as applicable documents in this DPD are the issue specified in the Statement of Work, and form a part of the DPD to the extent specified herein. References to documents other than applicable documents in the data requirements of this DPD may sometimes be utilized. These do not constitute a contractual obligation on the contractor. They are to be used only as a possible example or to provide related information to assist the contractor in developing a response to that particular data requirement.

2.2 Printing: All printing, duplicating, or binding shall be in accordance with NFS 1852.208-81, Restrictions on Printing and Duplicating.

2.3 Distribution

2.3.1 Distribution of required documentation shall be specified in the "Distribution" statement (item 10) of each DRD. Recipient names and email addresses shall be noted on a separate distribution list to be furnished by the Contracting Officer or Contracting Officer's Technical Representative.

2.3.2 Electronic submission of data deliverables is preferred. The preferred formats include Microsoft Word, Excel, PowerPoint, or Adobe Acrobat PDF as appropriate. The software versions shall be confirmed prior to submittals.

2.4 Contractor's Internal Documents: The contractor's internal documents shall be used to meet the data requirements of this DPD unless a specific format is required by the applicable DRD.

2.5 Document Identification: Type 1 and 2 documents published by the contractor and submitted in response to the data requirements of this DPD shall be identified within an organized identification numbering system prescribed to MSFC by the contractor and, if applicable, as approved by MSFC. This number, change legend, date, and title constitute the minimum identification of the specific document and shall appear on the cover and title page. The contract number shall also appear on the cover and title page as separate markings. The originator and organization shall be included on the title page. The document number, change legend, and date shall appear on each page of the document. In the front matter of each document, identify the DPD number and applicable DRD number(s) required for document preparation. Drawings and ECP's are excluded from the marking provisions of this paragraph. All Type 1 documentation, excluding configuration management requirements, will be marked "PRELIMINARY PENDING MSFC APPROVAL," and once approved shall be reissued with "APPROVED BY MSFC" and the date and approval authority annotated on the cover.

2.6 Reference to Other Documents in Data Submittals: All referenced documents shall be made readily available to the cognizant MSFC organization upon request. The contractor should make sure that the references are available to MSFC in a manner which does not incur delays in the use of the response document.

2.7 Maintenance of Type 1 Document Submittals: Revisions of Type 1 documentation may be accomplished either by individual page revision or by a complete reissue of the document identified. Individual page revisions shall be made as deemed necessary by the contractor or as directed by the Contracting Officer. When complete reissues are made, the entire contents of the document shall be brought up to date and shall incorporate revised pages.

3.0 DPD MAINTENANCE PROCEDURES

3.1 MSFC-Initiated Change: New and/or revised data requirements will be incorporated by contract modification to which the new or revised portion of the DPD will be appended.

3.2 Contractor-Initiated Change: Contractor-proposed data requirements, or proposed changes to existing requirements shall be submitted to MSFC for approval.

3.3 DPD Change Procedures: Changes to a contractual issue of this DPD will be identified by placing a heavy vertical line in the right-hand margin extending the entire length of the change. In addition, the numerical control number of the contractual direction authorizing the change shall be placed adjacent to the vertical revision line. These revision identifiers shall be used to reflect the current revision only; any previous symbols on a page will be deleted by the current revision.

- 3.4 DPD Reissues: When conditions warrant, the DPD will be reissued by MSFC and will supersede the existing DPD in its entirety. Reissues will be issued by contractual direction. All revision symbols (vertical lines and contractual direction control numbers) will be removed from all pages; revision dates shall remain in the Date Revised block on DRD's that have been revised. The issue symbol, which will commence with "A" and progress through "Z," will be entered in the DPD identification block of each DRD page of the DPD.

**SECURITY SERVICES FOR THE MARSHALL SPACE FLIGHT CENTER
DATA REQUIREMENTS LIST**

<u>DRD</u>	<u>DATA TYPE</u>	<u>TITLE</u>	<u>OPR</u>
CD - Contract Data			
923CD-001	2	Security Plans for Major Applications and General Support Systems	AD33
923CD-002	3	On-Site Employee Location Listing	PS10
MA - Management			
923MA-001	3	Progress/Self-Assessment and Activity Reports	AD50
923MA-002	3	Reports of Investigation (ROI)	AD50
923MA-003	3	Report of Incident	AD50
923MA-004	3	Patrol Activity Report	AD50
923MA-005	2	Employee Reporting & Employee Termination Clearance	AD50
923MA-006	2	Standard Operating Procedures	AD50
923MA-007	2	Training Plan	AD50
QE - Quality			
923QE-001	1	Quality Control/Assurance Plan	AD50
SA - Safety			
923SA-001	2	On-site Safety and Health Plan	AD02/QS30/AD10
923SA-002	3	Mishap and Safety Statistics Reports	QS30

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 923 **ISSUE:** Revision B 2. **DRD NO.:** **923CD-001**
3. **DATA TYPE:** 2 4. **DATE REVISED:** 02-17-04
5. **PAGE:** 1/1
6. **TITLE:** Security Plans for Major Applications and General Support Systems
7. **DESCRIPTION/USE:** To document risk assessment and safeguards for each Federal major application and general support system.
8. **OPR:** AD33 9. **DM:** AD50
10. **DISTRIBUTION:** AD33, AD50, PS31
11. **INITIAL SUBMISSION:** 45 days after contract award
12. **SUBMISSION FREQUENCY:** Revise as required by MPG 2810.1
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 1.0
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** A security plan shall be prepared for each Federal major application and general support system utilized in the performance of the contract by contractor and subcontractor personnel. Each security plan will be based on an assessment of risks and document the safeguards necessary to ensure sufficient availability, integrity, and confidentiality.
- 15.2 **APPLICABLE DOCUMENTS:**
MPG 2810.1 *Security of Information Technology*
- 15.3 **CONTENTS:** Plan contents are defined in MPG 2810.1.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

- | | |
|--|--|
| 1. DPD NO.: 923 ISSUE: Revision B
3. DATA TYPE: 3

6. TITLE: On-Site Employee Location Listing

7. DESCRIPTION/USE: To assist NASA in conducting contractor floor checks.

8. OPR: PS31 9. DM: AD50

10. DISTRIBUTION: PS31, AD50

11. INITIAL SUBMISSION: Fifteenth of month following first month of operation after Authority to Proceed (ATP)

12. SUBMISSION FREQUENCY: Update quarterly. If deemed necessary by the Contracting Officer, the contractor shall submit the list at times other than stated.

13. REMARKS: Reference is made to FAR 52.215-2, <i>Federal Acquisition Regulation</i> Clause: Audit - Negotiation.
14. INTERRELATIONSHIP: PWS paragraph 2.5

15. DATA PREPARATION INFORMATION:
15.1 SCOPE: The On-Site Employee Location Listing shall provide NASA with a list of all on-site contractor employees working under this contract and their designated locations.

15.2 APPLICABLE DOCUMENTS: None

15.3 CONTENTS: The list shall include the following information for each employee: employee's name, position, location (building/room number), shift assignment, supervisor's name, and supervisor's location (building/room number).

15.4 FORMAT: Contractor format is acceptable.

15.5 MAINTENANCE: None required | 2. DRD NO.: 923CD-002
4. DATE REVISED: 02-17-04
5. PAGE: 1/1 |
|--|--|

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 923 **ISSUE:** Revision B
2. **DRD NO.:** **923MA-001**
3. **DATA TYPE:** 3
4. **DATE REVISED:** 02-17-04
5. **PAGE:** 1/1
6. **TITLE:** Progress/Self-Assessment and Activity Reports
7. **DESCRIPTION/USE:** To provide NASA with visibility of contract performance and accomplishment compared with planned activities.
8. **OPR:** PS31 9. **DM:** AD50
10. **DISTRIBUTION:** PS31, AD50
11. **INITIAL SUBMISSION:** Monthly Progress/Self Assessment Report: Fifteenth of month following the first month of operation. Weekly Activity Report: Tuesday following completion of first four weeks of contract operation.
12. **SUBMISSION FREQUENCY:** Monthly Progress/Self Assessment Report: Due 15 days after the end of each month; Weekly Activity Report: Weekly; each Tuesday.
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 2.4, 7.2.11
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Progress/Self-Assessment and Activity Reports shall provide NASA with visibility of contract performance and accomplishment compared with planned activities.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:**
 - a. The Monthly Progress/Self Assessment Report shall include:
 1. Actual and potential problems and progress toward meeting contract requirements.
 2. Discussions of problems including proposed recovery plans and actions to be taken.
 3. Discussions of progress keyed to overall contract objectives.
 4. Discussions of work schedules and actual work performance against the plan and any anticipated impacts.
 5. Data points as reflected in the workload indicators.
 6. Additional data including total extra board hours and total overtime hours utilized.
 7. Supply items purchased.
 - b. The Weekly Activity Report shall include information on the past weeks activities including badge checks, as appropriate.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 923 **ISSUE:** Revision B
2. **DRD NO.:** **923MA-002**
3. **DATA TYPE:** 3
4. **DATE REVISED:** 02-17-04
5. **PAGE:** 1/1
6. **TITLE:** Reports of Investigation (ROI)
7. **DESCRIPTION/USE:** To document all circumstances surrounding security matters, criminal incidents, motor vehicle accidents, suspicious activities, and related situations.
8. **OPR:** AD50 9. **DM:** AD50
10. **DISTRIBUTION:** AD50
11. **INITIAL SUBMISSION:** As required; Preliminary ROI due by start of next workday following day incident is reported
12. **SUBMISSION FREQUENCY:** As required; Complete ROI to follow up preliminary due upon completion of investigation
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 7.2.8e
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** Reports of Investigation provide specific details, including statements, diagrams, photographs, and drawings pertinent to significant security matters.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The ROI shall include a complete detailed report with supporting documents, statements, diagrams, and photographs, as appropriate.
- 15.4 **FORMAT:** Contractor format shall be coordinated with Protective Services Department prior to use.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 923 **ISSUE:** Revision B
2. **DRD NO.:** **923MA-003**
3. **DATA TYPE:** 3
4. **DATE REVISED:** 02-17-04
5. **PAGE:** 1/1
6. **TITLE:** Report of Incident
7. **DESCRIPTION/USE:** To document security incidents and report factual data pertinent to same.
8. **OPR:** AD50 9. **DM:** AD50
10. **DISTRIBUTION:** AD50, electronic copy
11. **INITIAL SUBMISSION:** As required after Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Daily, as occurring
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 7.2.8e
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** Reports of Incident provide specific details, including statements, diagrams, photographs, and drawings pertinent to significant security incidents.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The contractor shall include a complete detailed report including statements, diagrams, and photographs, as appropriate.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

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| 1. DPD NO.: 923 | ISSUE: Revision B | 2. DRD NO.: 923MA-004 |
| 3. DATA TYPE: 3 | | 4. DATE REVISED: 02-17-04 |
| | | 5. PAGE: 1/1 |
6. **TITLE:** Patrol Activity Report
7. **DESCRIPTION/USE:** To identify security patrol activity.
8. **OPR:** AD50 9. **DM:** AD50
10. **DISTRIBUTION:** AD50
11. **INITIAL SUBMISSION:** Daily after Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Daily
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 7.2.2
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Patrol Activity Report shall document security patrol activity and supervisory review of that patrol activity.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Patrol Activity Report shall include a brief narrative account of each Patrol Officer's security checks, traffic enforcement activity, investigations, alarm responses, incident responses and other activities during a tour of duty.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

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| 1. DPD NO.: 923 | ISSUE: Revision B | 2. DRD NO.: 923MA-005 |
| 3. DATA TYPE: 2 | | 4. DATE REVISED: 02-17-04 |
| | | 5. PAGE: 1/1 |
6. **TITLE:** Employee Reporting and Employee Termination Clearance
7. **DESCRIPTION/USE:** To provide MSFC Protective Services Department with a listing of current employees under contract.
8. **OPR:** AD50 9. **DM:** AD50
10. **DISTRIBUTION:** AD50, PS31
11. **INITIAL SUBMISSION:** Within 30 days after Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Each July 1
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 2.5
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** This plan establishes the requirement of all contractors on-site to provide the MSFC Protective Services Department with a listing of current employees and completion of Form 383-1 upon termination of employment.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The annual plan shall include a listing of current employees possessing MSFC issued picture badges.
- 15.4 **FORMAT:** As agreed by the COTR and Form 383-1 as appropriate.
- 15.5 **MAINTENANCE:** As required, but at least each July 1.

DATA REQUIREMENTS DESCRIPTION (DRD)

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|------------------------|-------------------|-------------------------------------|
| 1. DPD NO.: 923 | ISSUE: Revision B | 2. DRD NO.: 923MA-006 |
| 3. DATA TYPE: 2 | | 4. DATE REVISED: 02-17-04 |
| | | 5. PAGE: 1/1 |
6. **TITLE:** Standard Operating Procedures
7. **DESCRIPTION/USE:** To provide NASA with duties and responsibilities of security force, dispatchers and Identification and Registration (I&R) personnel.
8. **OPR:** AD50 9. **DM:** AD50
10. **DISTRIBUTION:** AD50, PS31
11. **INITIAL SUBMISSION:** 60 days after Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Update as required as duties and responsibility change
13. **REMARKS:** Operating Procedures shall be forwarded to the Manager, Protective Services Department for approval.
14. **INTERRELATIONSHIP:** PWS paragraph 4.7
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The procedures shall address Post Orders, Identification and Registration (I&R), and Protective Service Control Center (PSCC).
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The procedures shall address actual duties, responsibilities, and special instructions specific to a particular post, patrol, or event.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

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|------------------------|-------------------|-------------------------------------|
| 1. DPD NO.: 923 | ISSUE: Revision B | 2. DRD NO.: 923MA-007 |
| 3. DATA TYPE: 2 | | 4. DATE REVISED: 02-17-04 |
| | | 5. PAGE: 1/1 |
6. **TITLE:** Training Plan
7. **DESCRIPTION/USE:** To provide a training plan for Identification and Registration (I&R) personnel, security officers, shift supervisors, and dispatchers.
8. **OPR:** AD50 9. **DM:** AD50
10. **DISTRIBUTION:** AD50, PS31
11. **INITIAL SUBMISSION:** Preliminary with proposal; baselined 30 days after Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Update as required
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 7.2.13
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The training plan shall include subject, number of hours per subject, certifications, audience (e.g. I&R Clerks, dispatchers), objectives, and method of instruction.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The training plan shall include the contractor's basic concept for training of all personnel.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

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| 1. DPD NO.: 923 ISSUE: Revision B
3. DATA TYPE: 1

6. TITLE: Quality Control/Assurance Plan

7. DESCRIPTION/USE: To define the contractor's planned methods for accomplishing the applicable tasks required to satisfy the quality control/assurance plan requirements of this contract.

8. OPR: AD50 9. DM: AD50

10. DISTRIBUTION: AD50, PS31

11. INITIAL SUBMISSION: Preliminary with proposal

12. SUBMISSION FREQUENCY: Baseline 30 days following Authority to Proceed (ATP); update as required

13. REMARKS:
14. INTERRELATIONSHIP: PWS paragraph 3.1

15. DATA PREPARATION INFORMATION:
15.1 SCOPE: The Quality Control/Assurance Plan shall describe the objectives, implementing policies and procedures, and control systems utilized.

15.2 APPLICABLE DOCUMENTS: None

15.3 CONTENTS: The Quality Control/Assurance Plan shall include:
a. Inspection system covering all services required by this contract.
b. Areas to be inspected on either a scheduled or unscheduled basis, how often inspections will be accomplished, and the title of the individual(s) who will perform the inspection.
c. Methods for identifying, correcting and preventing defects in the quality of service performed before the level of performance becomes unacceptable.
d. Method of documenting and enforcing quality/assurance operations.

15.4 FORMAT: Contractor format is acceptable.

15.5 MAINTENANCE: Changes shall be incorporated by change page or complete reissue. | 2. DRD NO.: 923QE-001
4. DATE REVISED: 02-17-04
5. PAGE: 1/1 |
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DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 923 **ISSUE:** Revision B
2. **DRD NO.:** **923SA-001**
3. **DATA TYPE:** 2
4. **DATE REVISED:** 02-17-04
5. **PAGE:** 1/3
6. **TITLE:** On-site Safety and Health Plan
7. **DESCRIPTION/USE:** To provide the contractor and the Government a baseline document for planning, management, control, and implementation of the contractor's industrial/occupational safety, health, and environmental program.
8. **OPR:** AD02/QS30/AD10 9. **DM:** AD50
10. **DISTRIBUTION:** AD02, QS10, AD10, AD50, PS31
11. **INITIAL SUBMISSION:** Preliminary with proposal
12. **SUBMISSION FREQUENCY:** Ten days after Authority to Proceed (ATP); update as required
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 2.6, NFS 1852.223-70, *Safety and Health*; FAR 52.223-5, *Pollution Prevention and Right-to-Know Information*; FAR 52.223-10, *Waste Reduction Program*; FAR 52.223-13, *Certification of Toxic Chemical Release Reporting*; and FAR 52.223-14, *Toxic Chemical Release Reporting*
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The On-site Safety and Health Plan describes the contractor's method of implementing occupational safety, health, and environmental standards over the duration of the contract.
- 15.2 **APPLICABLE DOCUMENTS:** Implementation of the following Occupational Safety and Health Standards and applicable requirements shall be specified in the plan.
 - 29 CFR 1910 *Department of Labor; Occupational Safety and Health Administration Standards for General Industry*
 - 29 CFR 1926 *Department of Labor; Occupational Safety and Health Administration Standards for Construction Industry (if applicable to scope of this contract)*
 - 40 CFR *Protection of the Environment*
 - ANSI Standards applicable to the scope of this contract
 - ASME Boiler and Pressure Vessel Code
 - MPG 8870.1 *MSFC Environmental Management Program*
 - MPG 1040.3 *MSFC Emergency Plan*
 - MPG 1840.3 *MSFC Hazardous Chemicals in Laboratories Protection Program*
 - MPG 1840.1 *MSFC Confined Space Entries*
 - MPD 1860.2 *Radiation Safety Program*
 - MPG 1810.1 *MSFC Occupational Medicine*
 - MPD 1840.3 *MSFC Respiratory Protection Program*
 - MPD 1840.2 *MSFC Hearing Conservation Program*
 - MPD 1840.1 *MSFC Environmental Health Program*
 - MPG 1840.2 *MSFC Hazard Communication Program*
 - MPD 1860.1 *Laser Safety*
 - MPG 1800.1 *Bloodborne Pathogens*
 - MPG 8715.1 *Marshall Safety, Health and Environmental (SHE) Program*

DRD Continuation Sheet

TITLE: On-site Safety and Health Plan

DRD NO.: 923SA-001

DATA TYPE: 2

PAGE: 2/3

15. DATA PREPARATION INFORMATION (CONTINUED):

MPD 8900.1 *Medical Operations Responsibilities for Human Space Flight Programs* (NOTE: This document only applies to Space Station contracts)

NFPA Standards *National Fire Codes*

NPG 8715.3 *NASA Safety Manual*

NASA-STD-8719.11 *Safety Standard for Fire Protection*

15.3 **CONTENTS:** The plan shall describe the manner in which the contractor shall implement the intent of the requirements of the applicable documents as they pertain to the specific statement of work tasks to be performed. The plan shall define the safety, health, and environmental program, objectives and goals, management structure, and detailed description of the total safety program including responsibilities, procedures, reporting, training, compliance methodologies, and interface and coordination activities. The On-site Safety and Health Plan shall include:

- a. Statement of management policy, commitment, and accountability to provide for the safety and health of personnel (i.e., employees, customers, and public) and property and compliance with EPA, OSHA and NASA requirements.
- b. Provision for top-level management monthly safety and health committee meetings.
- c. Descriptions of safety and health awareness and motivation programs, including documented safety meeting requirements, and documented safety awareness training for employees. (Safety meeting statistics documented in the Supervisors Safety Web Page:
http://msfcsma3.msfc.nasa.gov/dbwebs/apps/sswp/SSWP_login.taf)
- d. Methods of hazard identification and control, e.g., hazard analysis and risk assessment.
- e. Methods to include clear statements of hazardous situations and necessary cautions in appropriate detail plans, procedures, and other working documents.
- f. Means for training each employee to recognize hazards and avoid accidents, and assuring each employee has a clear understanding of the disciplinary program.
- g. Provisions for training and certification of personnel performing potentially hazardous operations. Job categories under the contracted effort that require certification shall be identified.
- h. Descriptions of OSHA programs that require documented plans (e.g., Personnel Protective Equipment (PPE), Confined Space, and Lockout/Tagout, etc. Include the interrelationships with the MSFC plans.) (Note: only programs applicable to the contract need to be addressed.)
- i. Controls over the procurement, storage, issuance, and use of hazardous substances and procedures for recycling and disposal of hazardous waste.
- j. Method of ensuring a documented emergency management program. Include a list of emergency points of contract. (Note: on-site contractors may use MPG 1040.3.)
- k. Method of reporting and investigating all mishaps and close calls, including an outline of reporting requirements and a description of how root cause analysis is to be accomplished.
- l. Provisions for safety, health, and environmental services such as hazardous waste disposal, industrial hygiene monitoring, emergency medical support, hearing conservation program, and hazard communication.
- m. Requirements for formal safety inspections and correction of deficiencies.
- n. Requirements for documented safety visits (e.g., one per month per supervisor) documented in the Supervisors Safety Web Page.
- o. Means of program evaluation, identifying duties, methods and frequency for internal evaluation of the safety and health program, and identification of personnel who perform evaluations and to whom evaluations are reported and who approves corrective action.
- p. Schedules of the frequency and documentation requirements for inspections, plan and procedure reviews, and certifications.
- q. Provision for suspending work where safety or environmental conditions warrant such action.
- r. Flowdown of safety responsibilities between appropriate tiers (i.e., subcontractors).

DRD Continuation Sheet

TITLE: On-site Safety and Health Plan

DRD NO.: 923SA-001

DATA TYPE: 2

PAGE: 3/3

15. DATA PREPARATION INFORMATION (CONTINUED):

- s. Identification of employees (by type, classification, and qualification) responsible for the implementation of the above elements.
- t. Provisions for compliance with environmental laws and regulations by: reporting hazardous and toxic substance use; implementing green procurements; reducing, reusing, and recycling of hazardous and toxic substances prior to disposal; minimizing stormwater pollution; ensuring equipment and processes permitted by applicable laws; and disposing of solid and liquid materials as permitted by applicable laws.

15.4 **FORMAT**: Contractor format is acceptable.15.5 **MAINTENANCE**: Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 923 **ISSUE:** Revision B
2. **DRD NO.:** **923SA-002**
3. **DATA TYPE:** 3
4. **DATE REVISED:** 02-17-04
5. **PAGE:** 1/2
6. **TITLE:** Mishap and Safety Statistics Reports
7. **DESCRIPTION/USE:** To provide reporting of mishaps and related information required to produce metrics for MSFC.
8. **OPR:** QS30 9. **DM:** AD50
10. **DISTRIBUTION:** QS30, AD50, PS31
11. **INITIAL SUBMISSION:**
 - a. Type A or B mishaps: Initial notification shall be by telephone immediately. MSFC Form 4370 or by telephone (256-544-4357, select "0", and ask the technician to complete the Mishap Flash Report) shall be submitted within 4 hours of knowledge of Type A and B mishaps.
 - b. Type C, Incident, and Close Call mishaps: Initial notification shall be by MSFC Form 4370 or by telephone (256-544-4357, select "0", and ask the technician to complete the Mishap Flash Report) within 4 hours of knowledge of mishaps that have the potential for lost-time; damage exceeding \$25,000; impacting critical project/program schedule; or gaining public attention in accordance with MWI 8621.1.
 - c. A follow-up mishap report shall be submitted using NASA Form 1627 within 10 days of mishap in accordance with MWI 8621.1.
 - d. MSFC Form 4371 listing the baseline information (e.g., contract number, subcontractors, SIC codes, number of employees, number of supervisors, etc.) shall be submitted by the 10th of each month following contract award.
 - e. Mishap Board Report: After completion of Type A or B mishap investigation.
12. **SUBMISSION FREQUENCY:**
 - a. MSFC Form 4370 - Each occurrence of a mishap.
 - b. NASA Form 1627 - Each occurrence of a mishap. Corrective action status reports are due every 30 days until the final report is submitted.
 - c. MSFC Form 4371 - By the 10th of each month.
 - d. Mishap Board Report - Each occurrence of a Type A or B mishap.
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 2.7
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Mishap and Safety Statistics Reports document all mishaps and close calls as required in NPG 8621.1.
- 15.2 **APPLICABLE DOCUMENTS**

NPG 8621.1	NASA Procedures and Guidelines for Mishap Reporting, Investigating, and Recordkeeping
MWI 8621.1	Close Call and Mishap Reporting and Investigation Program

DRD Continuation Sheet

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15. **DATA PREPARATION INFORMATION (CONTINUED):**
- 15.3 **CONTENTS:** The reports shall contain the information required by NPG 8621.1. The contractor shall use the forms listed in 15.4 to report mishaps and related information required to produce the safety metrics.
- 15.4 **FORMAT:** The following formats shall be submitted:
- a. MSFC Form 4370, "MSFC Flash Mishap Report."
 - b. NASA Form 1627, "NASA Mishap Report."
 - c. MSFC Form 4371, "MSFC Contractor Safety Statistics."
 - d. Mishap Board Report using the format provided in NPG 8621.1.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.